

PAMPHLET AND CLIPPING FILE

I. Purposes.

- A. To supplement the classroom work.
- B. To meet recreational and informational interests and needs of pupils.

II. Sources.

- A. Magazines and Newspapers.
- B. Advertisements.
- C. *Vertical File Service*. H. W. Wilson Co., 950 University Ave., New York City. (Write for rates.)
- D. Lists of pamphlets are given frequently in
 1. *Wilson Library Bulletin*. H. W. Wilson Co., 950 University Ave., New York City. \$1.00 yearly.
 2. *Education for Victory* (formerly *School Life*). U. S. Office of Education, Washington, D. C. \$1.00 yearly.
 3. *Booklist*. American Library Association, 520 N. Michigan Ave., Chicago. \$3.00 yearly.

III. Preparation.

A. Cutting.

1. Check articles to be clipped and allow pupils later to cut them out.
2. If subject heading is obvious, underline it.
3. Indicate source and date on clippings.

B. Sorting.

1. Group by broad subject and drop in folders or envelopes.
2. Re-sort and assign subject headings—annual volume of *Abridged Readers' Guide to Periodical Literature* is helpful for this. A brief subject heading list is printed in this bulletin on pages 66-69.

C. Lettering.

1. Write subject on upper left-hand corner of pamphlet.
2. Write subject on upper left-hand corner of folder or envelope in which clippings are filed.
3. Write subject on clipping if it is not underlined.
4. Stamp all articles with school stamp.

D. Filing.

1. Put material on same subject in folder or kraft paper envelope on which the subject has been printed in the upper left-hand corner.
2. Arrange folders alphabetically by subject and file behind guide cards.
3. Filing cabinet with legal size drawers is most satisfactory.
4. See *An Information File in Every Library*. Library Bureau, 104 Luckie St., Atlanta, Ga. (Free.) Be sure to secure.

E. Clearing.

- Clear files of outdated and useless material at intervals, usually yearly.